User's Manual for National Transplant Registry (NTR) for *Liver Transplant* Web Application

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1.0 NTR WEB APPLICATION MODULES

1.1 Online data access and Remote data capture

Each SDP is given right to access its own data and is able to enter data remotely at its site via the NTR Web Application

1.2 Real time report

Reports are generated on a real time basis based on data entered via the online data access and Remote data capture module.

1.3 Data Standard

These documents contain definition of all variables collected in all the NTR registries.

1.4 Maintenance

This module allows user to change their password. Users are encourage to change their own password after every three months for security reasons.

1.5 Access Control

Only authorized users can gain access to a system. Depending on the role of user, different users have different access rights to the application, i.e. some may view data only but not edit data, some may view and edit data, etc.

Timer – On top of each application, timer has been set from 60 minutes and will decrease each time the application left idle. If the application is left idle for more than 60 minutes, the application will be logged off automatically.

Picture 1.1 *Timer*

2.0 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for NTR Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

2.1 Policies and Practices as follows

As a good security practice, you are <u>strongly advised</u> to:

Keep your password confidential!

- **Avoid** sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for the Registry. Our administrator do not request for your password at any time.
- **Avoid** using the same Web Application Password for any other web-based services such as for e-mail or for Internet Service Provider login.
- **Avoid** choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, date of birth, etc. You should select a unique Password to make it difficult for anyone to anticipate.
- **Avoid** writing down or "saving" your Password on your browser or any other software. Memorizes your Password.
- If you suspect your Password may have been compromised, change your Password **<u>immediately</u>**.

Tips: *Your password is what tells the system that you are who you say you are. Because your password is like a key to your account, you need to safeguard it. Anyone who has your password can pose as you. Therefore, you may be held responsible for someone else's actions, if they are able to get your password. Do not record your passwords down, memorise them!*

Ensure you are accessing the correct website!

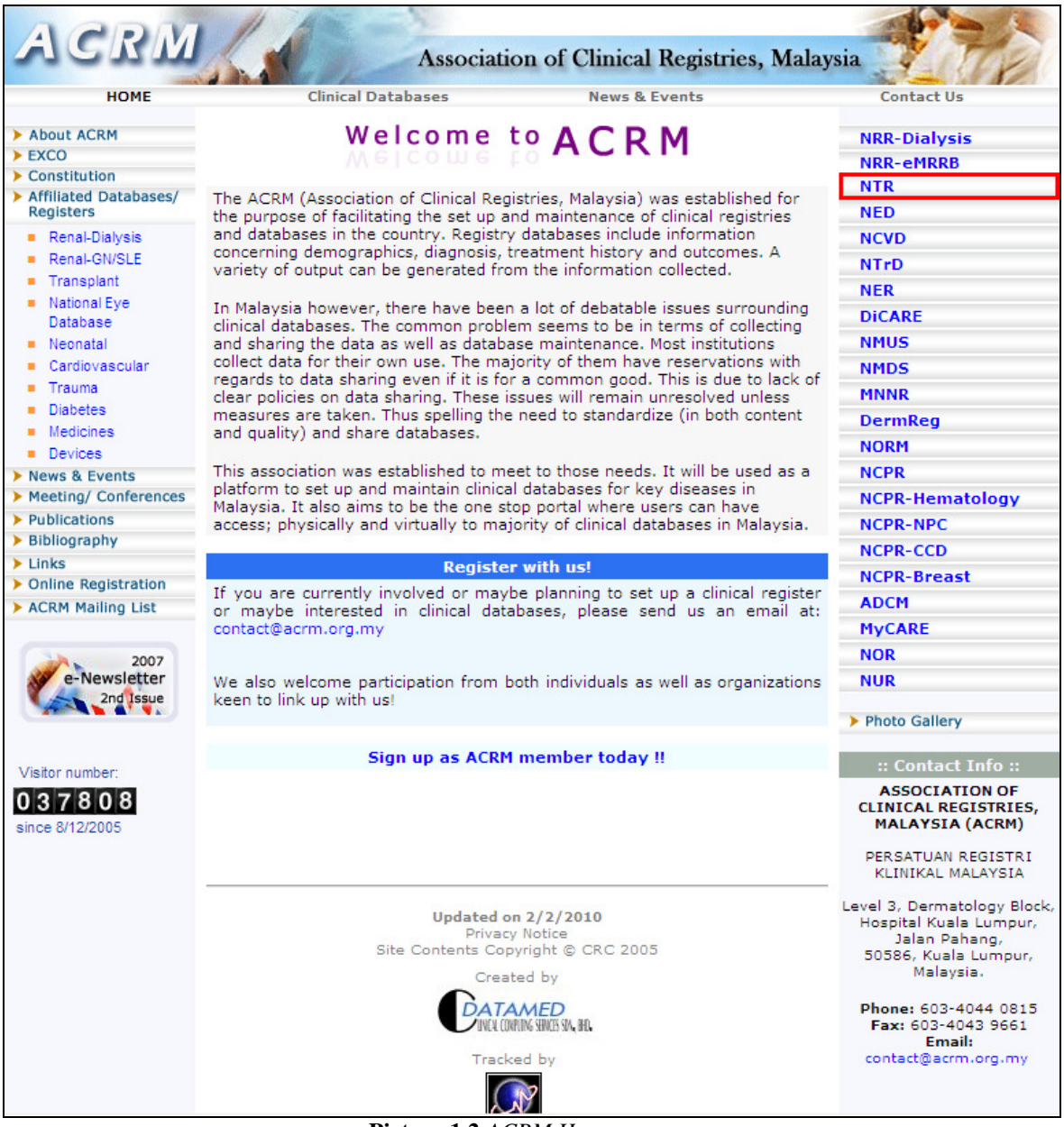
Never access the website via a hyperlink from an e-mail. Always enter the correct website address yourself, which is https://www.macr.org.my/entr/.

Only access Web Application using a secure and trusted computer!

- **Never** access your Web Application on computers / devices which you have doubts with regard to security, such as those located in public places. If you have to use such computers (for example, when you are outside the office), change your password once you have access to a secure computer.
- Keep your operating system (eg. Microsoft Windows) and Internet-related software updated with the latest security patches.
- Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always <u>update</u> your anti-virus software with the latest virus signatures.
- Always log out your Internet session by clicking on the "logout" button whenever you leave your computer, even for a short while. Do not simply close the browser window when you wish to end the Web Application session.

3.0 HOW TO ACCESS NTR WEB APPLICATION

1. Register the centre as Source Data Provider with NTR Registry, contact NTR Manager at Tel: 03-2681 5948 or email ntr@acrm.org.my
2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
3. Access to ACRM Website at http://www.acrm.org.my


ACRM
Association of Clinical Registries, Malaysia
HOME
Clinical Databases
News & Events
Contact Us
About ACRM
EXCO
Constitution
Affiliated Databases/ Registers
Renal-Dialysis
Renal-GN/SLE
Transplant
National Eye Database
Neonatal
Cardiovascular
Trauma
Diabetes
Medicines
Devices
News & Events
Meeting/ Conferences
Publications
Bibliography
Links
Online Registration
ACRM Mailing List
2007 e-Newsletter 2nd Issue
Visitor number:
037808
since 8/12/2005
Welcome to ACRM
The ACRM (Association of Clinical Registries, Malaysia) was established for the purpose of facilitating the set up and maintenance of clinical registries and databases in the country. Registry databases include information concerning demographics, diagnosis, treatment history and outcomes. A variety of output can be generated from the information collected.
In Malaysia however, there have been a lot of debatable issues surrounding clinical databases. The common problem seems to be in terms of collecting and sharing the data as well as database maintenance. Most institutions collect data for their own use. The majority of them have reservations with regards to data sharing even if it is for a common good. This is due to lack of clear policies on data sharing. These issues will remain unresolved unless measures are taken. Thus spelling the need to standardize (in both content and quality) and share databases.
This association was established to meet to those needs. It will be used as a platform to set up and maintain clinical databases for key diseases in Malaysia. It also aims to be the one stop portal where users can have access; physically and virtually to majority of clinical databases in Malaysia.
Register with us!
If you are currently involved or maybe planning to set up a clinical register or maybe interested in clinical databases, please send us an email at: contact@acrm.org.my
We also welcome participation from both individuals as well as organizations keen to link up with us!
Sign up as ACRM member today !!
Updated on 2/2/2010
Privacy Notice
Site Contents Copyright © CRC 2005
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DATAMED
Tracked by
NRR-Dialysis
NRR-eMRRB
NTR
NED
NCVD
NTrD
NER
DiCARE
NMUS
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MNNR
DermReg
NORM
NCPR
NCPR-Hematology
NCPR-NPC
NCPR-CCD
NCPR-Breast
ADCM
MyCARE
NOR
NUR
Photo Gallery
:: Contact Info ::
ASSOCIATION OF CLINICAL REGISTRIES, MALAYSIA (ACRM)
PERSATUAN REGISTRI KLINIKAL MALAYSIA
Level 3, Dermatology Block, Hospital Kuala Lumpur, Jalan Pahang, 50586, Kuala Lumpur, Malaysia.
Phone: 603-4044 0815
Fax: 603-4043 9661
Email:
contact@acrm.org.my

Picture 1.2 *ACRM Home page*

4. Click on the NTR link and the NTR website will be displayed as show in Picture 1.1 or can access to NTR Website at http://www.mst.org.my/ntrSite/index.htm

National Transplant Registry
Home
About NTR
Presentation
Governance Board
Steering Committee
Expert Panel
Centres Directory
Clinical Registry Form
Transplant Registry Unit
Publications
News & Events
Gallery
Links
FAQ
Contact NTR
Upcoming events
Online Data Access
- BMT
- Heart & Lung
- eNTR
Announcemen
MST annual scientific meeting will be held on 8 - 10 July 2010, Putrajaya. Abstract submission is now open.
4th National Conference
NATIONAL TRANSPLANT REGISTRY
The National Transplant Registry (NTR) collects information about patients who had undergone organ or tissue transplantation. The information allows us to estimate the magnitude of transplant activity in the country. Such information besides being useful to practitioner of transplantation is also useful in assisting the MOH, Non-Governmental Organizations, private providers and industry in the planning and evaluation of transplant services.
NTR REPORTS
5th Report of the National Transplantation Registry 2008
Click here
Publication from NTR available for Download
Fourth Report of the National Transplant Registry 2007
Click here to go to
National Transplant Registry (NTR)
Web Application
Publication from NTR available for Download
Third Report of the National Transplant Registry 2006
Sponsors
National Transplant Coordinating Committee, MOH
Medical Development Division, MOH
Clinical Research Centre(CRC), MOH
Malaysian Society of Transplantation
Major Industry Sponsors
YAYASAN
Institut Jantung Negara Foundation
NOVARTIS
Roche
The NTR would like to invite you to be its sponsor
Click here to find out the benefits of being sponsor
Contact us today!
Contact Us
National Transplant Registry
Level 5, Menara Wisma Sejarah

Picture 1.3 *National Transplant Registry (NTR) website*

5. To go to NTR Web application, click the - eNTR eNTR link.
6. You also can go directly to eNTR Web Application at https://www.macr.org.my/entr

7. On the login page, key in the *username* and *password* in the appropriate column and then, click on the *Sign in* button.

Picture 1.4 *National Transplant Registry (NTR) web application - : Welcome page*

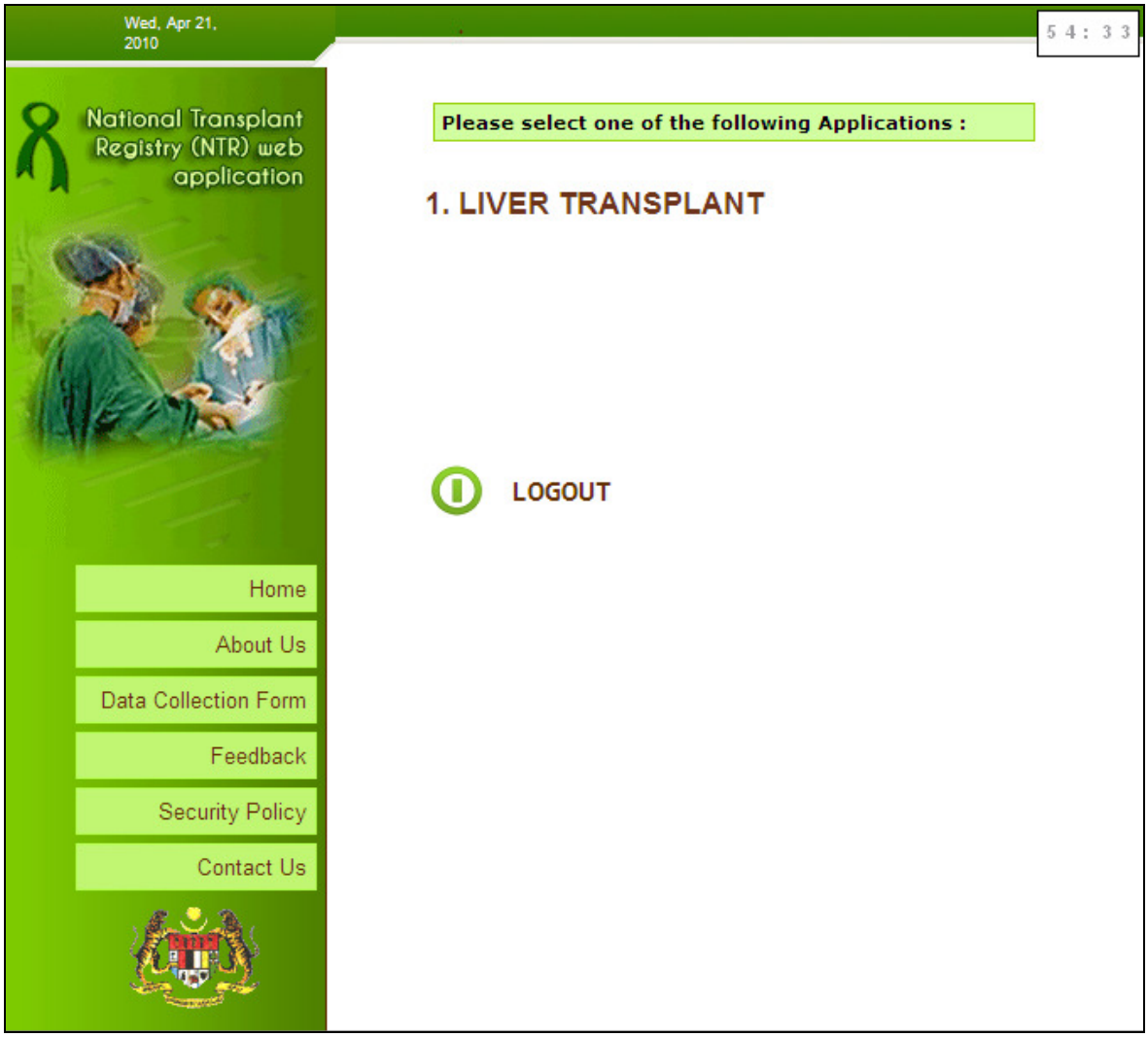
User authentication – There are two levels of user authentication. After user logs in using *Username* and *password*, an SMS containing Authentication Code will be sent to user's mobile phone. User then types in the *Auth Code* before gaining access to the system.

8. Key in the authentication code received via SMS.

Thu, Apr 15, 2010
National Transplant Registry (NTR) web application
Home
About Us
Data Collection Form
Feedback
Security Policy
Contact Us
Confidentiality Statement
You are about to gain access to the National Transplant Registry (NTR) Web Application. By proceeding, you are agreeing to maintain the confidentiality of all information made available to you through this application. Any unauthorized access, use and/or disclosure of information shall be construed under the laws of Malaysia, and any action instituted pursuant to the terms of the Confidential Rule Agreement, as set forth in the Governance Manual of the NTR, shall be brought in the Court of Malaysia. Actions may include but not limited to loss of access privileges, an action for civil damages, an action for criminal charges, and/or disciplinary action including but not limited to suspension or dismissal.
The security of your data is of utmost concern to us. We practice s
unauthorised access and interference of transactions and data. Read mo
Please key in the authentication code that has just been sent to you via SMS.
Username: hkloke
Auth Code:
Submit
Auth Code help
Key in authentication code received via sms.
EUW59S - NTR
Option
Back

Picture 1.5 *Authentication page*

9. The next page allows the user to select the Liver Transplant application.

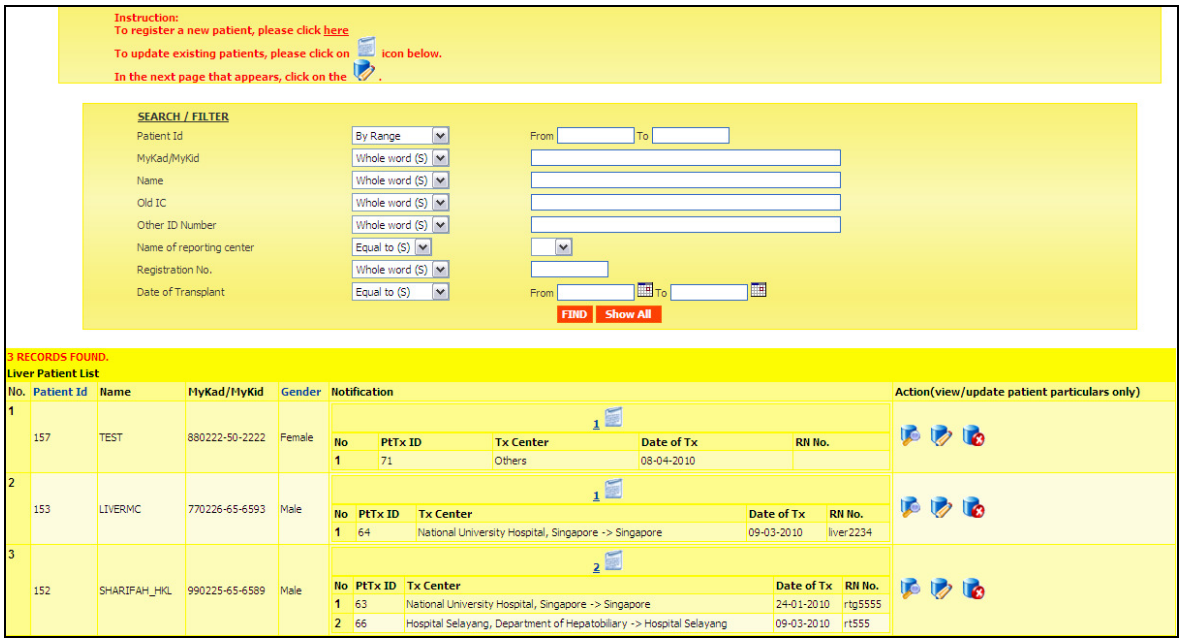


Picture 1.6 *Application selection page – Liver Transplant*

4.0 STEP BY STEP PROCEDURE IN USING NATIONAL TRANSPLANT REGISTRY (NTR) FOR *LIVER TRANSPLANT* WEB APPLICATION

4.1 Liver Transplant

Upon selecting Liver Transplant application link on the application selection page, user will be directed to Patient List.

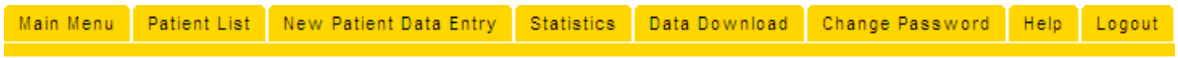

Instruction:
To register a new patient, please click here
To update existing patients, please click on icon below.
In the next page that appears, click on the .
SEARCH / FILTER
Patient Id
MyKad/MyKid
Name
Old IC
Other ID Number
Name of reporting center
Registration No.
Date of Transplant
FIND
Show All
3 RECORDS FOUND.
Liver Patient List
No. Patient Id Name MyKad/MyKid Gender Notification Action(view/update patient particulars only)
1 157 TEST 880222-50-2222 Female
2 153 LIVERMC 770226-65-6593 Male
3 152 SHARIFAH_HKL 990225-65-6589 Male

Picture 1.7 *Patient Lists for Liver Transplant*

4.1.1 Navigation Toolbars

On top of Liver Transplant page, there are 8 menu navigation toolbars which include:

i. Main Menu
ii. Patient List
iii. New Patient Data Entry
iv. Statistics
v. Data Download
vi. Change Password
vii. Help
viii. Log Out



Picture 1.8 *Menu Navigation toolbars for Liver Transplant*

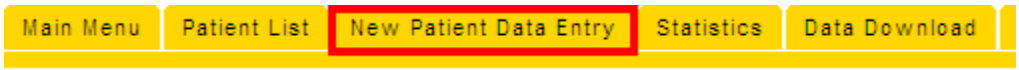
User's can only view parts of this menu navigation toolbars depends on their group that has been assigned to them.

4.1.2 Main Menu

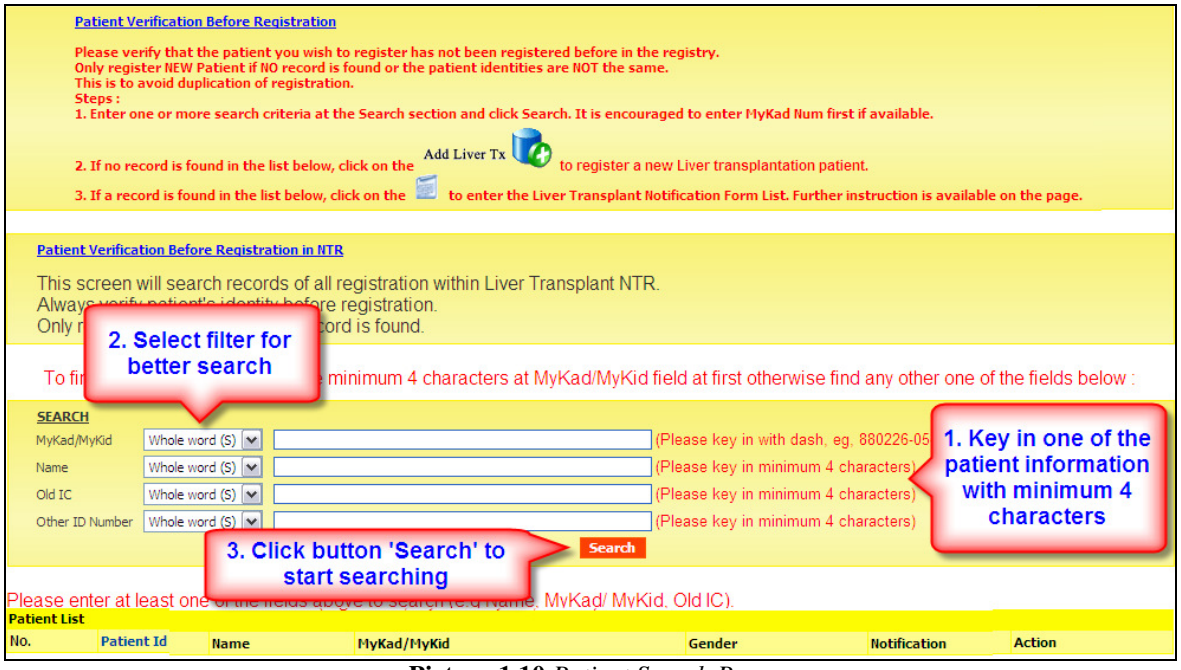
Navigate to Main Menu. (*See Picture 1.6*)

4.1.3 New Patient Data Entry

Before registering a patient, please verify that patient has not been registered in the system before by clicking on **New Patient Data Entry** tab.



Picture 1.9 *New Patient Data Entry Tab Menu*


Patient Verification Before Registration
Please verify that the patient you wish to register has not been registered before in the registry.
Only register NEW Patient if NO record is found or the patient identities are NOT the same.
This is to avoid duplication of registration.
Steps :
1. Enter one or more search criteria at the Search section and click Search. It is encouraged to enter MyKad Num first if available.
2. If no record is found in the list below, click on the Add Liver Tx to register a new Liver transplantation patient.
3. If a record is found in the list below, click on the to enter the Liver Transplant Notification Form List. Further instruction is available on the page.
Patient Verification Before Registration in NTR
This screen will search records of all registration within Liver Transplant NTR.
2. Select filter for better search
SEARCH
MyKad/MyKid
Name
Old IC
Other ID Number
Whole word (S)
(Please key in with dash, eg. 880226-05
(Please key in minimum 4 characters)
1. Key in one of the patient information with minimum 4 characters
3. Click button 'Search' to start searching
Search
Patient List
No.
Patient Id
Name
MyKad/MyKid
Gender
Notification
Action

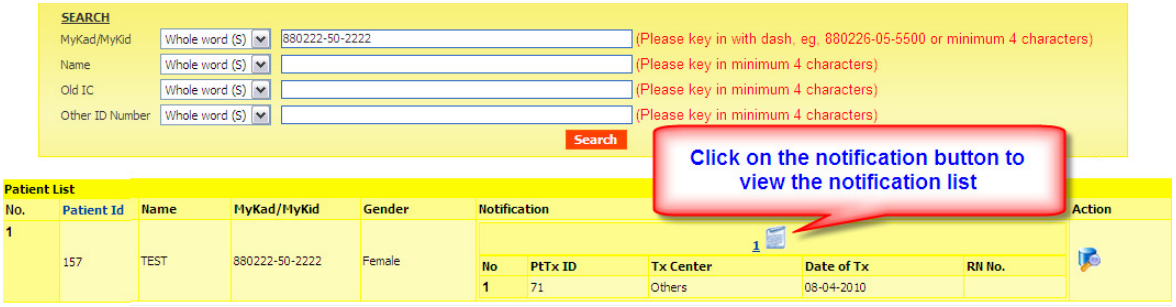
Picture 1.10 *Patient Search Page*

In this page, user can view and search for the patients records within the whole centre.

In the 'Search' section, search the patient by type in the MyKad/MyKid, Patient Name, Old IC or Other ID Document No of the patient with not less than 4 characters. Use the filter for better search. Click on the search button to start searching.

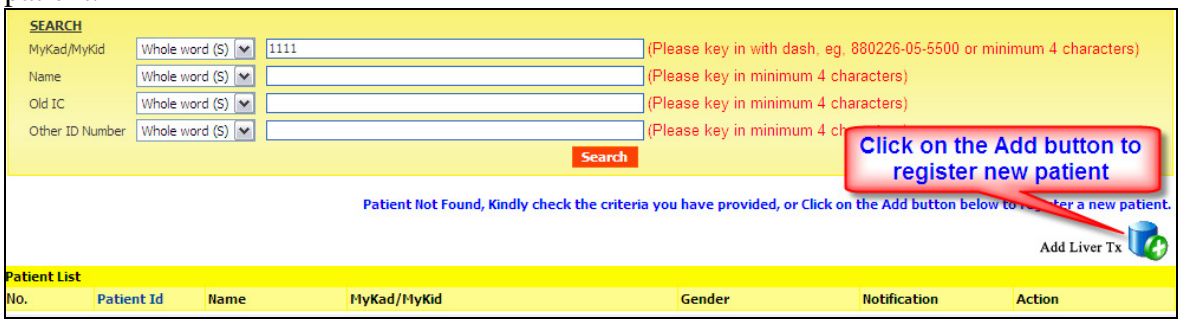
4.1.4 Register New Liver Transplant Patient

If the patient exists in the database (i.e. Patient is shown in the patient list), click on Notification button of the patient to view the list of Liver Transplant notification for that patient.



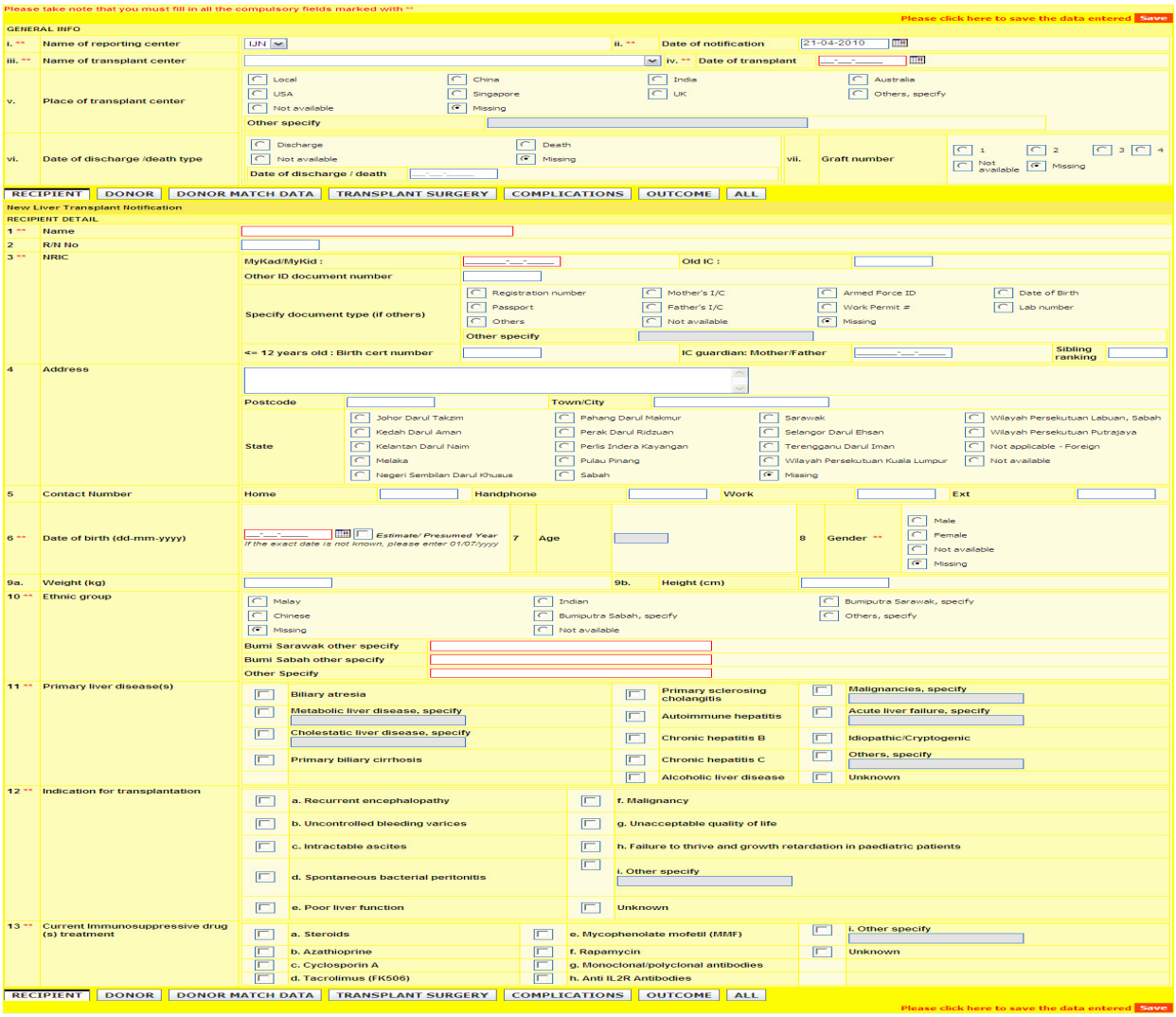
Picture 1.11 *Patient Search Page - Patient Exist*

If patient doesn't exist (i.e. Patient is NOT shown in the patient verification list), click on the blue icon Add Liver Tx in as shown in Picture 1.12 bellow to register a new patient.



Picture 1.12 *Patient Search Page – Register New Patient*

After click on blue icon, user will be brought to Liver Transplant Notification Form as shown in Picture 1.13 bellow.

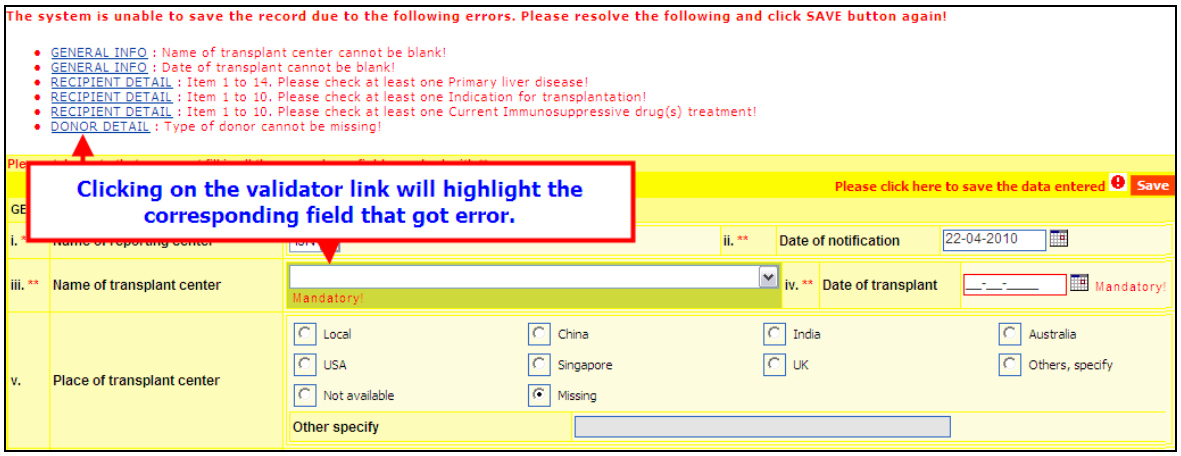


Picture 1.13 *Liver Transplant Notification Form*

The Liver Transplant Notification Form consists of 6 different sections that need to be filled in.

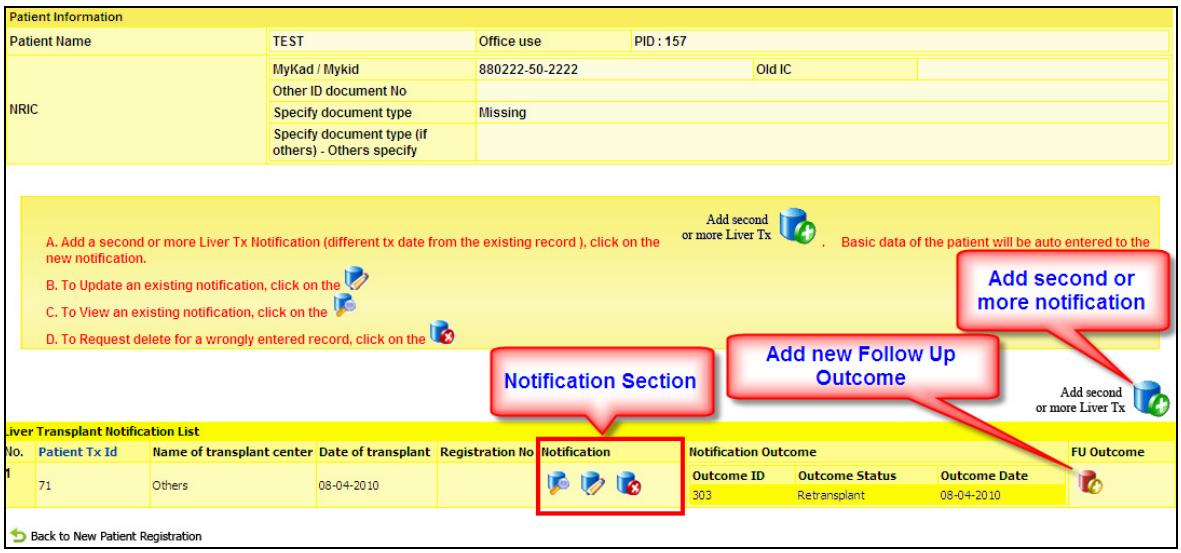
Field with ** symbols are mandatory which cannot be blank or missing, otherwise action submitted will be rejected and show the error in color red. So it is advisable for user to rectify the errors before click the Save button.

Clicking on the validator's link will highlight the corresponding fields that got error.


The system is unable to save the record due to the following errors. Please resolve the following and click SAVE button again!
GENERAL INFO : Name of transplant center cannot be blank!
GENERAL INFO : Date of transplant cannot be blank!
RECIPIENT DETAIL : Item 1 to 14. Please check at least one Primary liver disease!
RECIPIENT DETAIL : Item 1 to 10. Please check at least one Indication for transplantation!
RECIPIENT DETAIL : Item 1 to 10. Please check at least one Current Immunosuppressive drug(s) treatment!
DONOR DETAIL : Type of donor cannot be missing!
Clicking on the validator link will highlight the corresponding field that got error.
Please click here to save the data entered
Save
ii. ** Date of notification 22-04-2010
iii. ** Name of transplant center
Mandatory!
iv. ** Date of transplant
Mandatory!
v. Place of transplant center
Local
China
India
Australia
USA
Singapore
UK
Others, specify
Not available
Missing
Other specify

Picture 1.14 *Validation message*

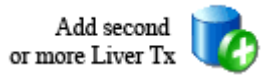
After completed the form, click on the Save button to save the data into the database. Upon clicking the save button, user will be directed to the Liver Transplant Notification List.


Patient Information
Patient Name TEST Office use PID : 157
NRIC
MyKad / Mykid 880222-50-2222 Old IC
Other ID document No
Specify document type Missing
Specify document type (if others) - Others specify
A. Add a second or more Liver Tx Notification (different tx date from the existing record), click on the new notification.
Add second or more Liver Tx
Basic data of the patient will be auto entered to the
B. To Update an existing notification, click on the
C. To View an existing notification, click on the
D. To Request delete for a wrongly entered record, click on the
Add second or more notification
Notification Section
Add new Follow Up Outcome
Add second or more Liver Tx
Liver Transplant Notification List
No. Patient Tx Id Name of transplant center Date of transplant Registration No Notification Notification Outcome FU Outcome
Outcome ID Outcome Status Outcome Date
1 71 Others 08-04-2010 303 Retransplant 08-04-2010
Back to New Patient Registration

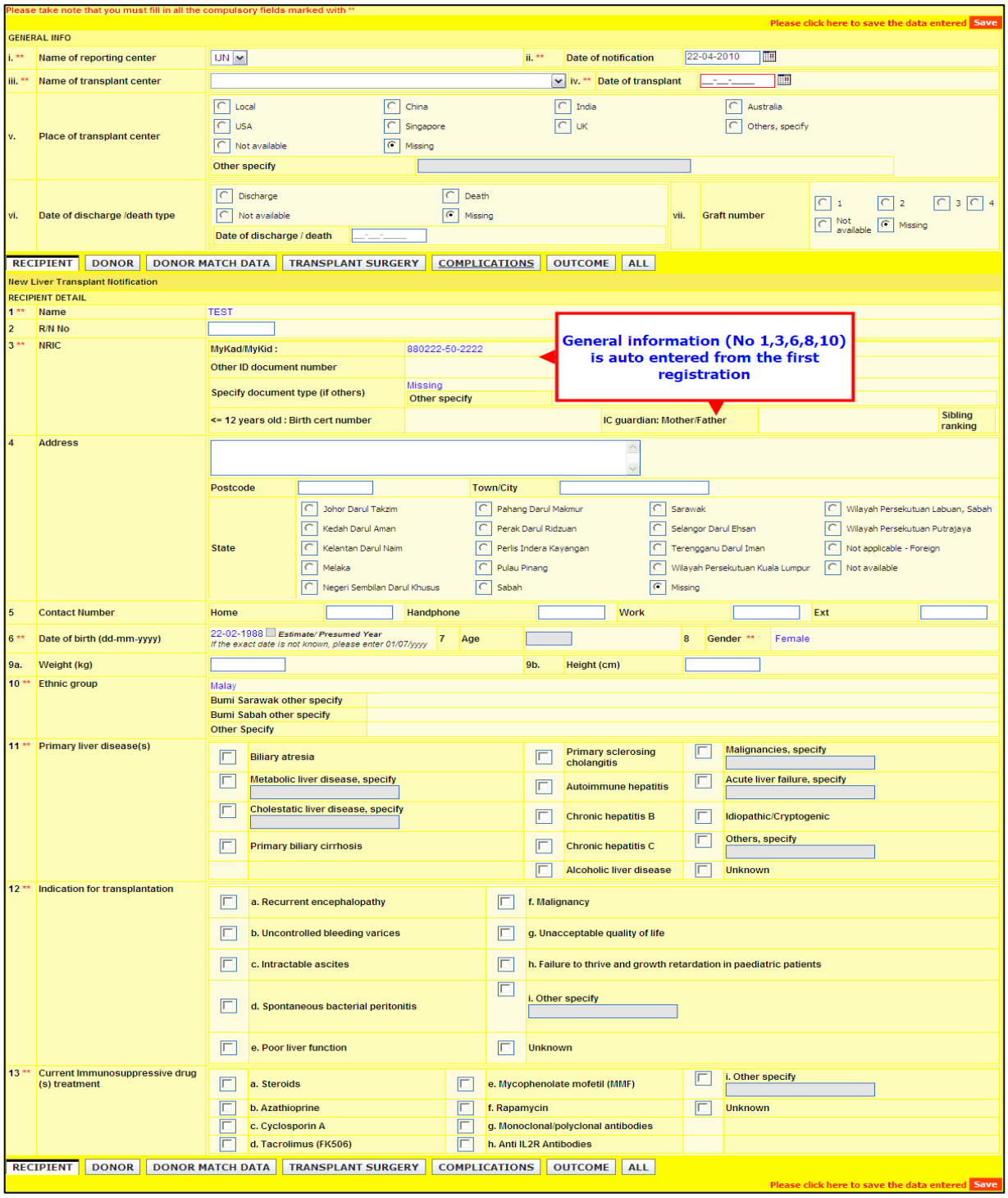
Picture 1.15 *Liver Transplant Notification List*

In the Notification list, there are two sections which is the Notification Section and Follow Up Outcome Section. Each Notification can have multiple Outcomes.

Notification Section *(Refer Picture 1.15)*

To add second or more notification, click the blue ADD button 

. General information about the patient details are automatically entered base on the first registration and can only editable in the patient's form (Refer to Picture 1.20 Patient Information).



Picture 1.16 *Liver Transplant Notification – Add second or more notification*

To view notification record, click on the blue View icon .

RECIPIENT | DONOR | DONOR MATCH DATA | TRANSPLANT SURGERY | COMPLICATIONS | OUTCOME | AUDIT | ALL

View Liver Transplant Notification

RECIPIENT DETAIL

1	Name	TEST							
2	R/N No								
3	NRIC	MyKad/MyKid :	880222-50-2222	Old IC :					
		Other ID document number							
		Specify document type (if others)	Missing Other specify						
		<= 12 years old : Birth cert number		IC guardian: Mother/Father		Sibling ranking			
4	Address	Postcode		Town/City					
		State	Missing						
5	Contact Number	Home		Handphone		Work		Ext	
6	Date of birth (dd-mm-yyyy)	22-02-1988 ☐ *Estimate/ Presumed Year* *If the exact date is not known, please enter 01/07/yyyy*	7	Age	22.1	8	Gender	Female	
9a.	Weight (kg)		9b.	Height (cm)					
10	Ethnic group	Malay							
		Bumi Sarawak other specify							
		Bumi Sabah other specify							
		Other Specify							

11	Primary liver disease(s)	☐	Biliary atresia	☐	Primary sclerosing cholangitis	☑	Malignancies, specify
		☑	Metabolic liver disease, specify	☐	Autoimmune hepatitis	☑	Acute liver failure, specify
		☑	Cholestatic liver disease, specify	☐	Chronic hepatitis B	☐	Idiopathic/Cryptogenic
		☐	Primary biliary cirrhosis	☐	Chronic hepatitis C	☐	Others, specify
				☐	Alcoholic liver disease	☐	Unknown

12	Indication for transplantation	☑	a. Recurrent encephalopathy	☐	f. Malignancy
		☐	b. Uncontrolled bleeding varices	☐	g. Unacceptable quality of life
		☐	c. Intractable ascites	☐	h. Failure to thrive and growth retardation in paediatric patients
		☐	d. Spontaneous bacterial peritonitis	☐	i. Other specify
		☐	e. Poor liver function	☐	Unknown

13	Current Immunosuppressive drug (s) treatment	☑	a. Steroids	☐	e. Mycophenolate mofetil (MMF)	☐	i. Other specify
		☐	b. Azathioprine	☐	f. Rapamycin	☐	Unknown
		☐	c. Cyclosporin A	☐	g. Monoclonal/polyclonal antibodies		
		☐	d. Tacrolimus (FK506)	☐	h. Anti IL2R Antibodies		

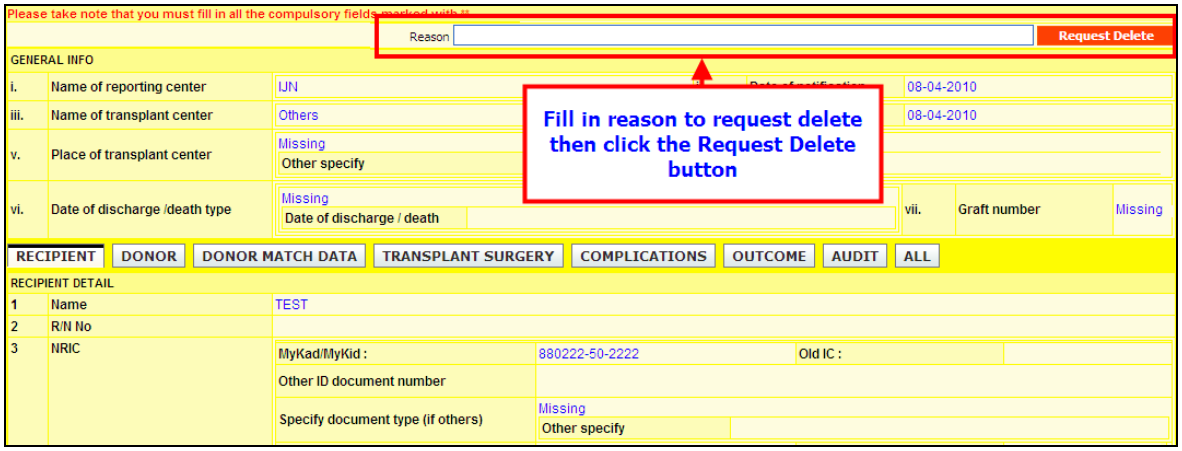
RECIPIENT | DONOR | DONOR MATCH DATA | TRANSPLANT SURGERY | COMPLICATIONS | OUTCOME | AUDIT | ALL

Edit

Picture 1.17 *Liver Transplant Notification – View notification*

To update notification record, click on the blue Update icon or click edit button Edit on the View Page (Picture 1.17). Click save button after update the notification.

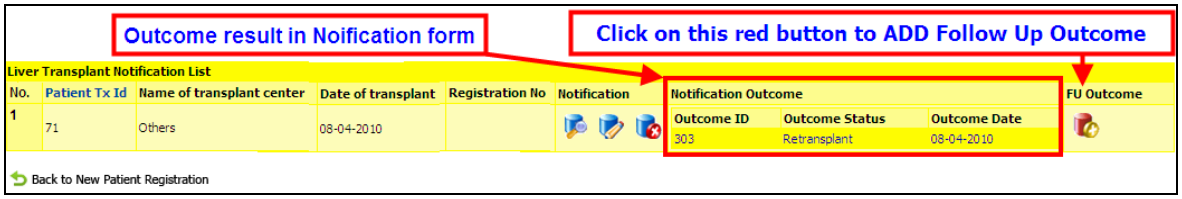
To request delete notification record, click on the blue request delete icon . Fill in the Reason for request delete and click the request delete button Request Delete.



Picture 1.18 *Liver Transplant Notification – Request to delete notification*

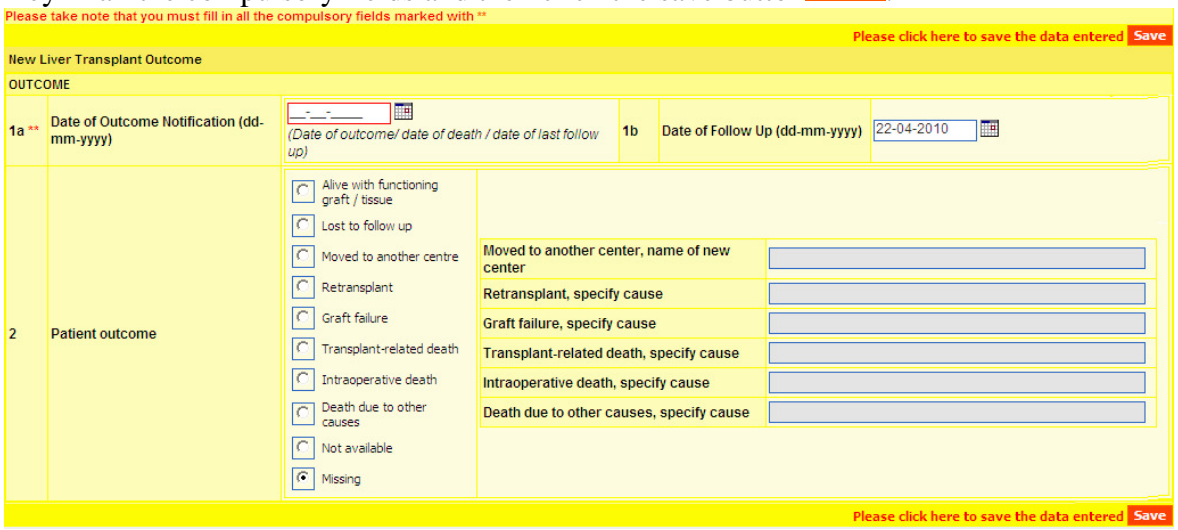
Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

Follow Up Outcome Section



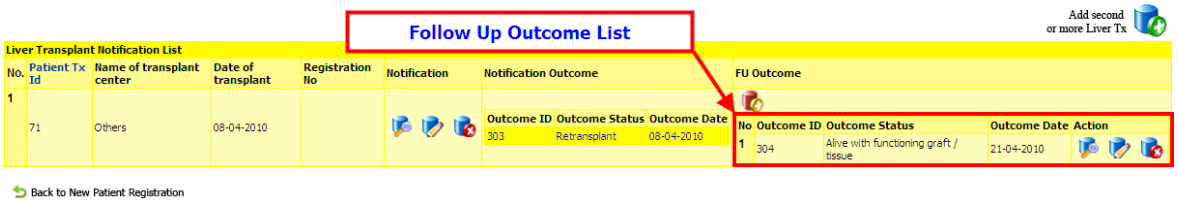
Picture 1.19 *Liver Transplant Notification List – Add new outcome*

Click on the Add button to add new follow up outcome.
Key in all the compulsory fields and then click the save button Save.


Please take note that you must fill in all the compulsory fields marked with **
Please click here to save the data entered
Save
New Liver Transplant Outcome
OUTCOME
1a ** Date of Outcome Notification (dd-mm-yyyy)
(Date of outcome/ date of death / date of last follow up)
1b Date of Follow Up (dd-mm-yyyy)
22-04-2010
2 Patient outcome
Alive with functioning graft / tissue
Lost to follow up
Moved to another centre
Retransplant
Graft failure
Transplant-related death
Intraoperative death
Death due to other causes
Not available
Missing
Moved to another center, name of new center
Retransplant, specify cause
Graft failure, specify cause
Transplant-related death, specify cause
Intraoperative death, specify cause
Death due to other causes, specify cause
Please click here to save the data entered
Save

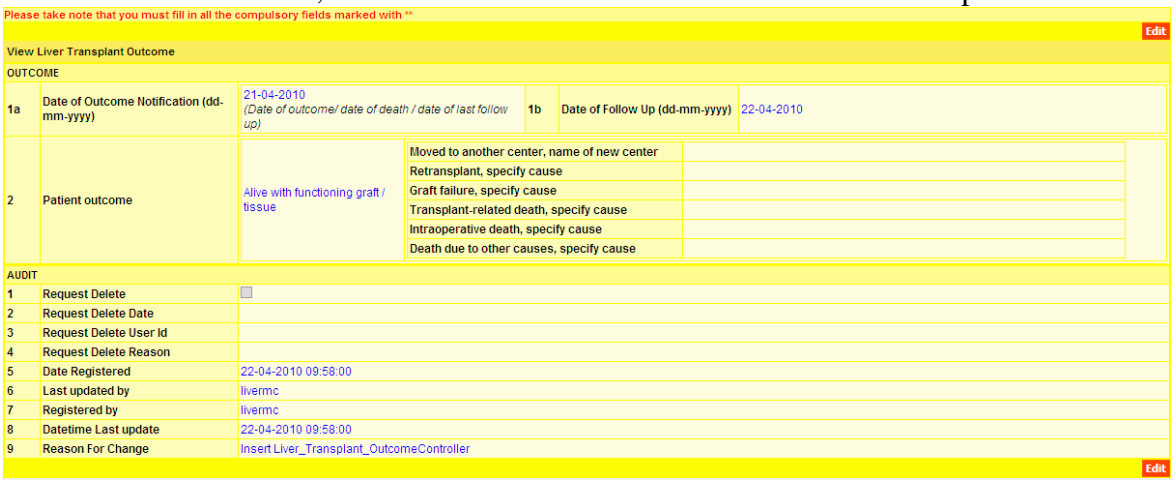
Picture 1.20*New outcome form*

After saving the outcome form, user will be brought back to the Liver Transplant Notification list as shown in Picture 1.21.



Picture 1.21 *Liver Transplant Notification List – **Follow Up Outcome** List*

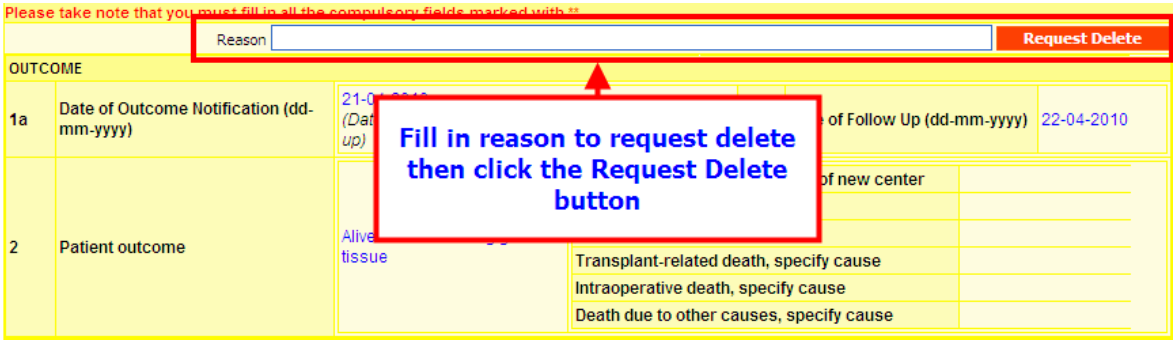
To view outcome record, click on the blue View icon on the Follow Up Outcome List.


Please take note that you must fill in all the compulsory fields marked with **
Edit
View Liver Transplant Outcome
OUTCOME
1a
Date of Outcome Notification (dd-mm-yyyy)
21-04-2010
(Date of outcome/ date of death / date of last follow up)
1b
Date of Follow Up (dd-mm-yyyy)
22-04-2010
2
Patient outcome
Alive with functioning graft / tissue
Moved to another center, name of new center
Retransplant, specify cause
Graft failure, specify cause
Transplant-related death, specify cause
Intraoperative death, specify cause
Death due to other causes, specify cause
AUDIT
1 Request Delete
2 Request Delete Date
3 Request Delete User Id
4 Request Delete Reason
5 Date Registered 22-04-2010 09:58:00
6 Last updated by livermc
7 Registered by livermc
8 Datetime Last update 22-04-2010 09:58:00
9 Reason For Change Insert Liver_Transplant_OutcomeController
Edit

Picture 1.22 *Follow Up Outcome View page*

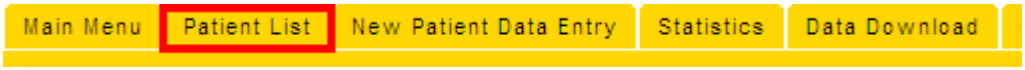
To update outcome record, click on the blue Update icon on the Follow Up Outcome section or click edit button Edit on the View Page (Picture 1.22). Click save button after update the notification.

To request delete notification record, click on the blue request delete icon . Fill in the Reason for request delete and click the request delete button Request Delete.



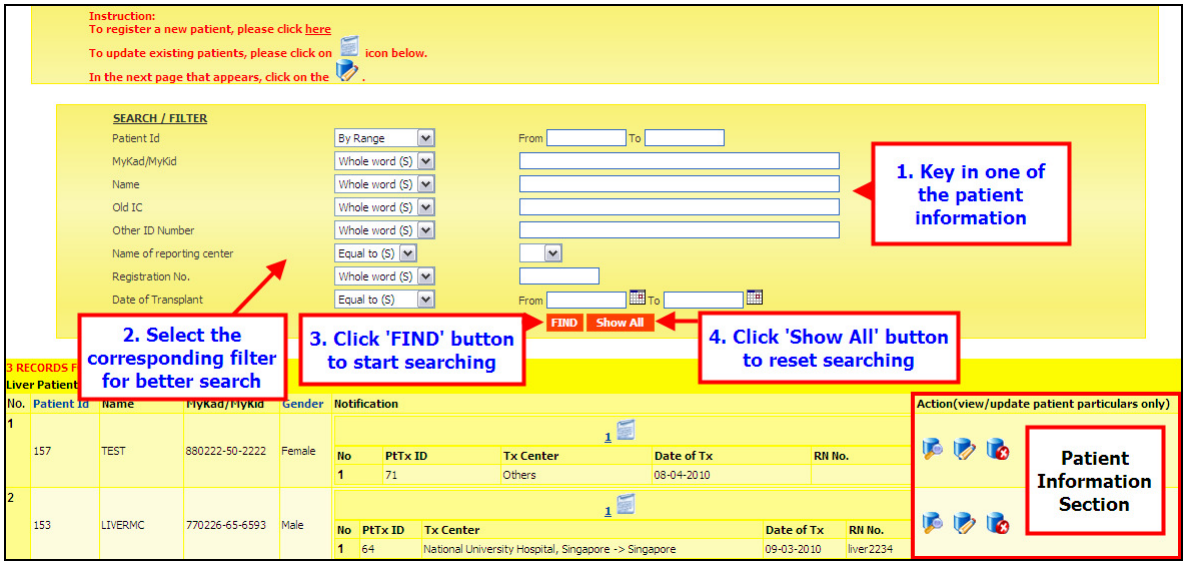
Picture 1.23 *Follow Up Outcome – Request to delete page*

4.1.5 Patient List



Picture 1.24 *Patient List Tab Menus*

In this page, user can view and search for the patients records within the user's centre.


Instruction:
To register a new patient, please click here
To update existing patients, please click on icon below.
In the next page that appears, click on the .
SEARCH / FILTER
Patient Id
MyKad/MyKid
Name
Old IC
Other ID Number
Name of reporting center
Registration No.
Date of Transplant
1. Key in one of the patient information
2. Select the corresponding filter for better search
3. Click 'FIND' button to start searching
4. Click 'Show All' button to reset searching
FIND
Show All
Action(view/update patient particulars only)
Patient Information Section

Picture 1.24 *Patient List/ Search page*

In the 'Search' section, search the patient by filling in the different selection criteria, then select the filters for easy searching and click the Show button to start searching. Result will be shown in the Patient List. Click the Show All button to reset the searching. Please refer Picture 1.20

To View/Update Liver Transplant notification data, click on the Notification icon . The numbers indicates how many notifications exist in each of the patient registered. Clicking the Notification icon will directed user to the Notification List. Please refer to Picture 1.15

In the Patient Information section, user can view or update general information of the patients registered.

To View Patient Particulars, click on the blue View icon

Please take note that you must fill in all the compulsory fields marked with **

Edit

View Liver Patient

General Info

1	Name	TEST							
2	NRIC *(Please enter only one of the identification document number.)*	MyKad/MyKid :	880222-50-2222	Old IC :					
		Other ID document number							
		Specify document type (if others)	Missing	Other specify					
		<= 12 years old	Birth cert number		IC guardian Mother/Father		Sibling ranking		
3	Address	Postcode		Town/City					
		State	Missing						
4	Contact Number	Home		Handphone		Work		Ext	
5	Date of Birth	22-02-1988 *Date of Birth Estimate*				6	Gender	Female	
7a.	Weight (kg)			8b.	Height (cm)				
8	Ethnic Group	Malay							
		Other Specify							
		Bumi Sarawak other specify							
		Bumi Sabah other specify							

Picture 1.25 *Patient's Information - VIEW page*

To update the patient's form, click on the blue Update icon or click edit button Edit in the View page.

Please take note that you must fill in all the compulsory fields marked with **

Please click here to save the data entered Save

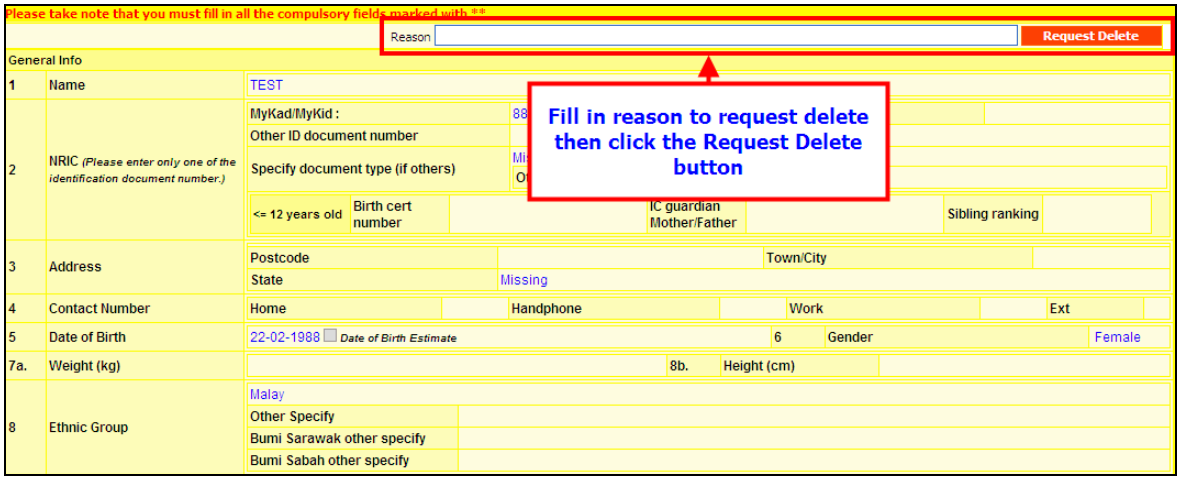
Update Liver Patient

General Info

1 **	Name	TEST							
2 **	NRIC *(Please enter only one of the identification document number.)*	MyKad/MyKid :	880222-50-2222	Old IC :					
		Other ID document number							
		Specify document type (if others)	Registration number, Mother's I/C, Armed Force ID, Date of Birth, Passport, Father's I/C, Work Permit #, Lab number, Others, Not available, Missing						
			Other specify						
		<= 12 years old	Birth cert number		IC guardian Mother/Father		Sibling ranking		
3	Address								
		Postcode		Town/City					
		State	Johor Darul Takzim, Pahang Darul Makmur, Sarawak, Wilayah Persekutuan Labuan, Sabah, Kedah Darul Aman, Perak Darul Ridzuan, Selangor Darul Ehsan, Wilayah Persekutuan Putrajaya, Kelantan Darul Naim, Perlis Indera Kayangan, Terengganu Darul Iman, Not applicable - Foreign, Melaka, Pulau Pinang, Wilayah Persekutuan Kuala Lumpur, Not available, Negeri Sembilan Darul Khusus, Sabah, Missing						
4	Contact Number	Home		Handphone		Work		Ext	
5 **	Date of Birth	22-02-1988 *Date of Birth Estimate*				6 **	Gender	Male, Female, Not available, Missing	
7a.	Weight (kg)			8b.	Height (cm)				
8 **	Ethnic Group	Malay, Indian, Bumiputra Sarawak, specify, Chinese, Bumiputra Sabah, specify, Others, specify, Missing, Not available							
		Other Specify							
		Bumi Sarawak other specify							
		Bumi Sabah other specify							

Picture 1.26 *Patient's Information - UPDATE page*

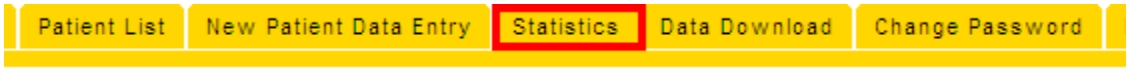
To request delete a patient's record, click on the blue request delete icon . Fill in the Reason for request delete and click the button Request Delete.



Picture 1.27 *Request Delete section*

Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

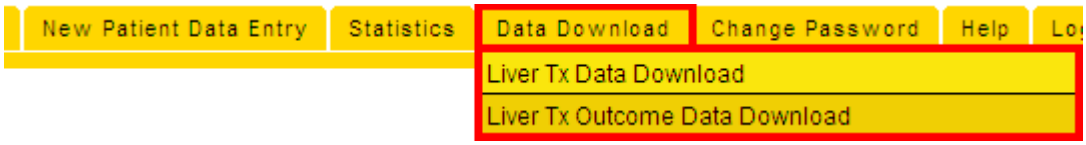
4.1.6 Statistic



Picture 1.28 *Statistic Tab Menus*

On progress.

4.1.7 Data Download

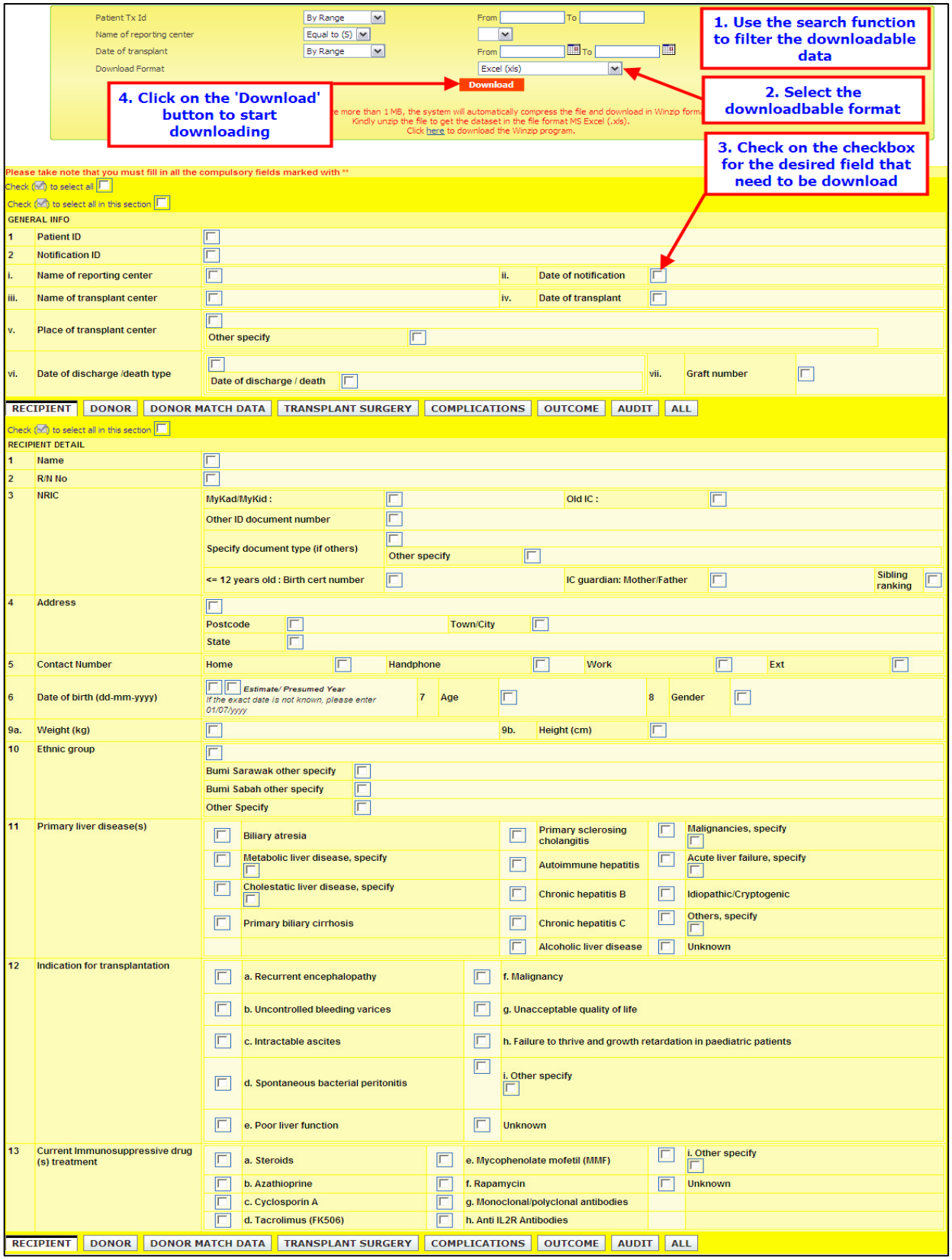


Picture 1.29 *Data Download Tab Menu*

Data entered in Liver Transplant Notification and Follow Up Outcome forms are downloadable.

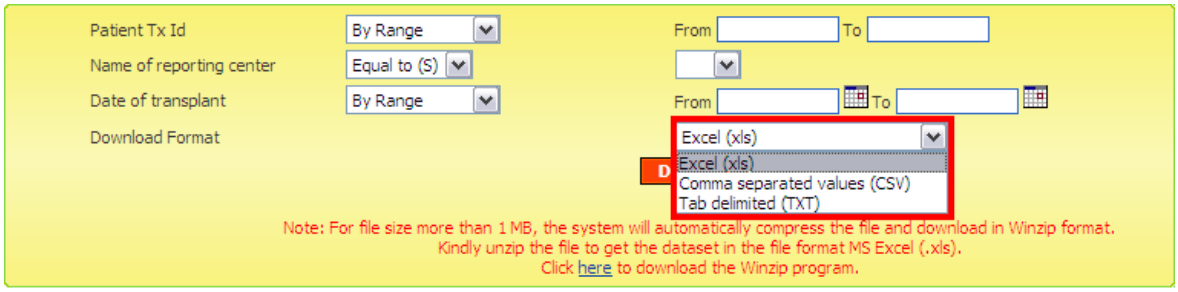
Note*: Only those that have the access right can view Data Download tab and download it.*

Upon clicking on the Data download sub menu, user will be brought to the downloadable form where each fields are in checkbox.


1. Use the search function to filter the downloadable data
2. Select the downloadbable format
3. Check on the checkbox for the desired field that need to be download
4. Click on the 'Download' button to start downloading
Patient Tx Id
Name of reporting center
Date of transplant
Download Format
Excel (xls)
Download
Please take note that you must fill in all the compulsory fields marked with **
GENERAL INFO
RECIPIENT
DONOR
DONOR MATCH DATA
TRANSPLANT SURGERY
COMPLICATIONS
OUTCOME
AUDIT
ALL
RECIPIENT DETAIL

Picture 1.30 *Liver Transplant downloadable forms*

Check the checkbox for the desired field that need to be download. Use the search function to filter the downloadable data.


Patient Tx Id
By Range
From
To
Name of reporting center
Equal to (S)
Date of transplant
By Range
From
To
Download Format
Excel (xls)
Excel (xls)
Comma separated values (CSV)
Tab delimited (TXT)
Note: For file size more than 1 MB, the system will automatically compress the file and download in Winzip format.
Kindly unzip the file to get the dataset in the file format MS Excel (.xls).
Click here to download the Winzip program.

Picture 1.31 *Data Download search section – Download Format*

There are 3 types of downloadable format as shown in Picture 1.31:

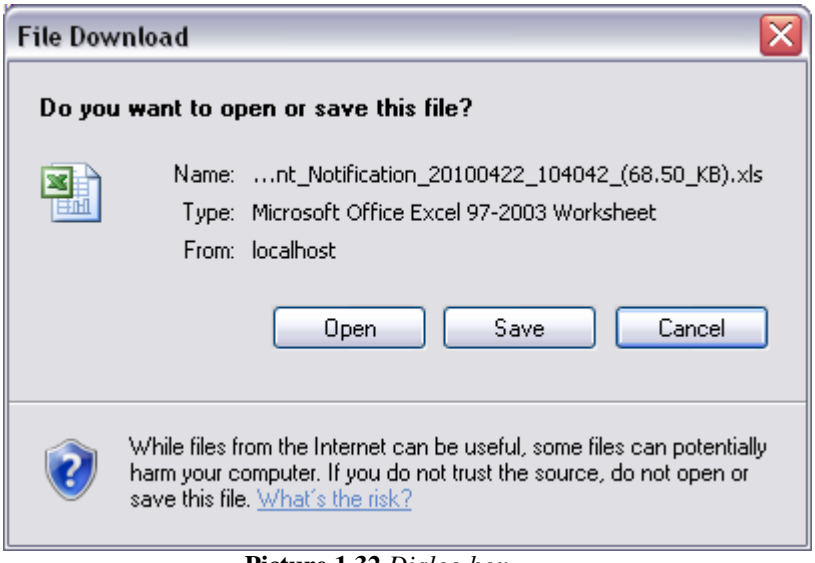
a) Excel (.xls)
b) Comma separated values(.cvs)
c) Tab delimited (.txt)

The download format is defaulted to excel type. Select the desired format and click the Download button

to start downloading.

***Note**: For file size more than 1 MB, the system will automatically compress the file and download in WinZip format. Kindly unzip the file to get the dataset in the file format MS Excel (.xls).*

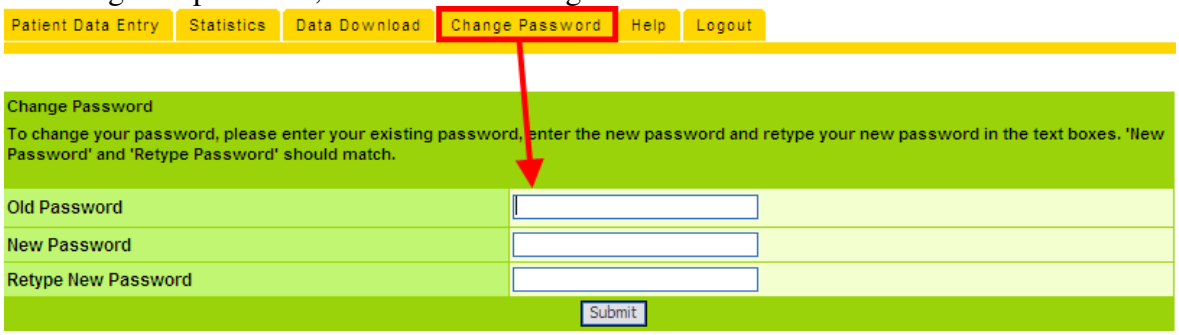
A dialog box for saving the data download or open the data download will appear as shown in Picture 1.32 bellow.


File Download
Do you want to open or save this file?
Name: ...nt_Notification_20100422_104042_(68.50_KB).xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: localhost
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Picture 1.32 *Dialog box*

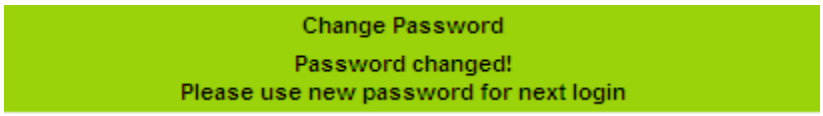
4.1.8 Change Password

To change the password, click on the 'Change Password' menu toolbar.


Patient Data Entry
Statistics
Data Download
Change Password
Help
Logout
Change Password
To change your password, please enter your existing password, enter the new password and retype your new password in the text boxes. 'New Password' and 'Retype Password' should match.
Old Password
New Password
Retype New Password
Submit

Picture 1.33 *Change Password page*

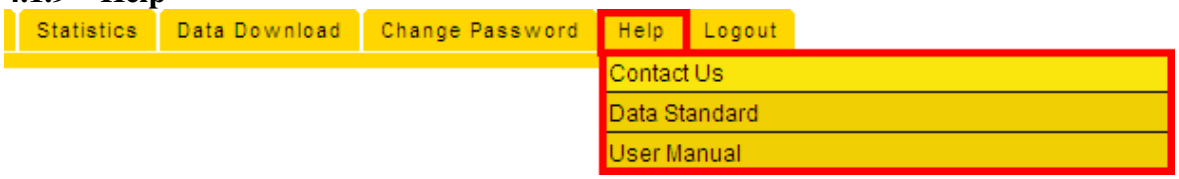
Fill in the details and click the Submit button.



Picture 1.34 *Result page for Change Password*

User can use the new password for the next login.

4.1.9 Help



Picture 1.35 *Help Tab Menu*

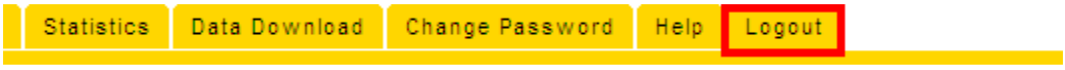
The Help tab menu consist of the following information.

1. Contact Use
2. Data Standard
3. User Manual

This information also exist in the login page.

4.1.10 Logout

To logout from National Transplant Registry (NTR) web application, click on 'Logout' menu bar.



Picture 1.36 *Logout Menu Bar*

5.0 HELP DESK SUPPORT

Note: The NTR User's Manual is subjected for amendment in future for better quality of NTR.

For assistance in completing your application or if you experience technical difficulties using this site, including problems related to data entry, please contact:

1) The Registry Manager

Phone: +603-2681 5948
Email: ntr@acrm.org.my
Address: National Transplant Registry (NTR),
Level 5, Menara Wisma Sejarah
Jalan Tun Razak
Kuala Lumpur

OR

2) The IT Administrator at: Tel: 603-4044 0615

6.0 NATIONAL TRANSPLANT REGISTRY (NTR) FOR *LIVER TRANSPLANT* DATA ENTRY PROCESS

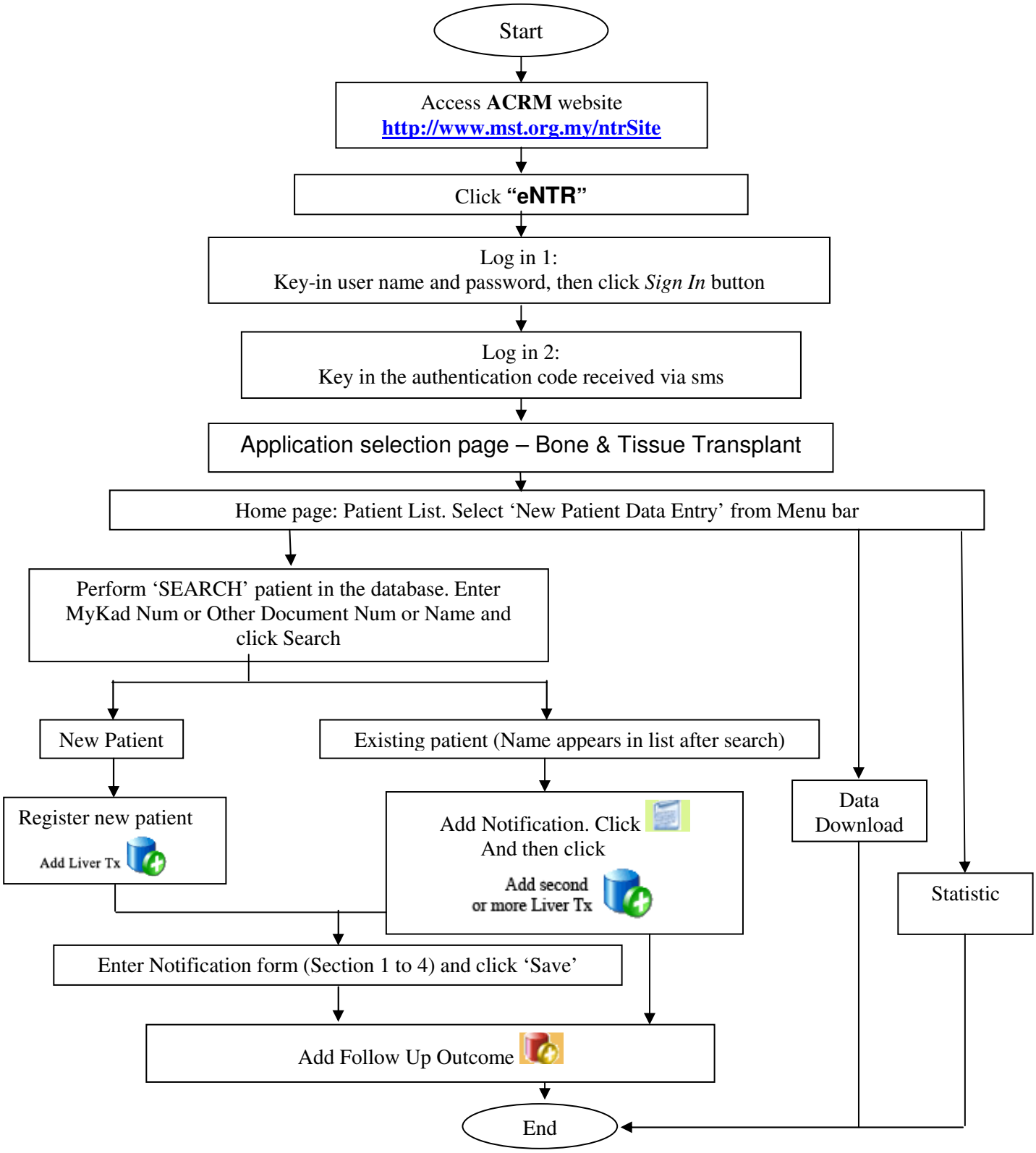

Start
Access **ACRM** website
http://www.mst.org.my/ntrSite
Click "eNTR"
Log in 1:
Key-in user name and password, then click *Sign In* button
Log in 2:
Key in the authentication code received via sms
Application selection page – Bone & Tissue Transplant
Home page: Patient List. Select 'New Patient Data Entry' from Menu bar
Perform 'SEARCH' patient in the database. Enter MyKad Num or Other Document Num or Name and click Search
New Patient
Existing patient (Name appears in list after search)
Register new patient
Add Liver Tx
Add Notification. Click
And then click
Add second or more Liver Tx
Data Download
Statistic
Enter Notification form (Section 1 to 4) and click 'Save'
Add Follow Up Outcome
End

Diagram 1 *Liver Transplant User's Manual Flow*